



Validation Manager Overview

Overview

*This overview explains how providers will use the Validation Manager to review, confirm, and submit roster information during each validation cycle. **For step-by-step instructions, refer to the Validation Manager Resource Guide in the [GAPREK Portal Section Resource List](#).***

Providers will submit roster information four times each year to validate the accuracy of teacher and student data entered in the GAPREK system. Beginning with the 2026-2027 school year, the roster process has been redesigned, but roster data will continue to support accountability and provide point-in-time information.

*As part of that redesign, the Manage Rosters section has been renamed **Validation Manager**. The role of the Validation Manager is to accurately maintain and update student enrollment information, ensuring that all records are current and complete. Proper roster management ensures compliance with state guidelines, supports accurate attendance tracking and payment calculations.*

New Terminology

- Roster Cycles are now **Validation Cycles**
- The Roster Count Date is now the **Validation Begin Date**
- The Roster Due Date is now the **Validation End Date**

Rosters will be validated four times each year. The chart below provides the Validation Cycle Dates for the 2026-2027 school year:



The Validation Cycle is the period between the Validation Begin Date and the Validation End Date.



Validation Manager Overview

Roster Validation Statuses

There are three statuses for roster validation:

- **Pending Validation** – The roster for this class or site has not been validated for the current cycle.
- **Revalidation Required** – The roster was previously validated, but changes were made to the Class Reporting Manager during the Validation Cycle, and the roster must be revalidated by the Project Director.
- **Validated** – The roster validation process is complete, and no further action is needed at this time.

How to Validate and Submit Rosters

Access Validation Manager

On the Validation Begin date of the Validation Cycle, log into the GAPREK portal and click the Validation Manager section on the left side navigation panel. The Validation Manager page will open.

From the Validation Manager screen, you can filter by school year, roster cycle, sites, and classes. If there are multiple sites under one legal owner, you can search for each site individually. To clear the search history, click the reset button.



Validation Manager Overview

Review the Roster Validation Tab

Click on the Roster Validation tab and the Roster details will be displayed for each site and class. **Class rosters become visible on the Validation Begin Date for each validation cycle.**

Roster Validation Student Enrollment Changes

Academic Year: 2026-2027 Roster Cycle: FY27 Roster Cycle 1 Site: All Sites Class ID: All Classes

Reset Search

Classes not ready for validation are identified by a yellow caution triangle before the class ID number. If any updates or changes need to be made to teacher or student data, navigate to the Class Reporting Manager, make the updates, and then navigate back to the Validation Manager to review and confirm the changes. Changes made in the Class Reporting Manager will be immediately reflected in the Validation Manager.

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Validate Rosters

Providers can validate all classes by clicking the “Validate All Classes” button or validate each class at the class level. **Only Project Directors can validate rosters.**

Note: Classes should not be validated until each class roster has been reviewed and verified for accuracy.

GAPREK Location1
25 Main St USA, Atlanta, GA, 32317

Pending Validation Print Validate All Classes

Classes at this site: 4 Students in the Current Roster: 23 Class Roster Validation Count: 0/4

113863 Pending Validation Print Validate

Lead Teacher: LTThree LTLThree Assistant Teacher: ATThree ATLThree Total Students: 8 Transportation: 3
Category 1: 6 Category 2: 2 Special Education Services: 5

Last Name	First Name	Middle Name	Student ID	Gender	Begin Date	End Date
Alexandrine	Soledad	Cruikshank	2446134	Female	08/03/2026	08/28/2026

Expand Class Details

To Validate the rosters, click the arrow for the site or class to expand the class and see all class details.



Validation Manager Overview

Submit Validation

If all data is accurate, click the **Validate** button, check each certifying checkbox in the pop-up window, and click the **Accept and Submit** button.

After saving, a success message will be displayed on the page, and the status will be updated from “Pending Validation” to “Validated”.

Validate Student and Teacher Data

* indicates required field

You are validating Roster Cycle 1 for the school year FY27.

- ☒ By checking this box, I certify that all student data for the selected class at this site has been verified and is accurate, complete, and current to the best of my knowledge.
- ☒ By checking this box, I certify that all teacher data for the selected class at this site has been verified and is accurate, complete, and current to the best of my knowledge.
- ☒ By clicking Accept & Submit below, I certify that the statements I have made to the Department are true and accurate to the best of my knowledge. I understand that any false, fraudulent, or fictitious statement or representation made to the Department is punishable by law and could result in a felony charge and/or civil penalties up to \$11,000 plus damages for each false claim made, pursuant to O.C.G.A. 16-10-20 and 23-3-121.

[Cancel](#) [Accept & Submit](#)

Revalidation Required

After a class has been validated, if any changes are made to the class data between the Validation Begin Date and Validation Due Date, the Project Director will be notified via email that additional information has been updated, and the class roster will need to be validated again.

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Pending Validation [Print](#) [Validate All Classes](#)

Classes at this site: 4 Students in the Current Roster: 23 Class Roster Validation Count: 0/4

113863 [Revalidation Required](#) [Print](#) [Validate](#)

To revalidate the class, navigate to the “Validation Manager” and scroll to the class with a status of “Revalidation Required.” Review the class data and then click the “Validate” button.

Student Enrollment Changes

After the Validation Due Date has passed and rosters have been validated, any student enrollment updates will be recorded in the **Student Enrollment Changes** tab. Prior to the monthly scheduled Class Reporting Manager closure, the Project Director will receive an email notification prompting them to review and verify these changes.

This process allows the Project Director to confirm the accuracy of all enrollment updates. If additional revisions are required, the Project Director may make the necessary updates in the Class Reporting Manager before monthly payments are processed.

To view changes made to student data, click the **Student Enrollment Changes** tab.

Roster Validation **Student Enrollment Changes**

Student Enrollment Changes grouped by site and class. Read-only reporting view.

Academic Year: 2026-2027 Month: September Site: All Sites Class ID: All Classes

[Reset](#) [Search](#)



Validation Manager Overview

Roster Validation **Student Enrollment Changes**

Student Enrollment Changes grouped by site and class. Read-only reporting view.

Academic Year: 2026-2027 Month: September Site: All Sites Class ID: All Classes

Reset Search

September Student Enrollment Changes

Student Enrollment Changes: 3 Classes Impacted: 1

GAPREK Location1
25 Main St USA, Atlanta, GA, 32317

Student Enrollment Changes: 3 Class Impacted: 1

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Last Name	First Name	Middle Name	Student ID	Field	Old Value	New Value	Last Validated Date	Last Validated By
Alexandrine	Soledad	Cruickshank	2446134	Student Class End Date	08/28/2026		09/02/2026	Brian Griffin UAT
Cat	Twix21	The	2446132	Student Class End Date	08/28/2026		09/02/2026	Brian Griffin UAT

On the **Student Enrollment Changes** tab, click the arrow to expand the site and class details.

- Click the arrow next to each class to view a list of students whose records were updated after roster validation. The details will show which fields were changed and identify the user who made the changes.
 - If the changes are accurate, no further action is required.
 - If any changes are incorrect, navigate to the **Class Reporting Manager** and make the necessary corrections before the scheduled monthly Class Reporting Manager closure.

Note: If corrections are needed but the data is not updated before the scheduled monthly Class Reporting Manager closure, no additional changes can be made.

Additional Help and Resources

For additional information and step-by-step instructions, refer to the [Validation Manager Resource Guide](#) located in the [GAPREK Portal Section Resource List](#), or submit a [Help Desk ticket](#) for assistance.

Refer to [Appendix V](#) for the Scheduled Monthly Class Reporting Manager Closure Dates.